



Harrison County General Health District
538 North Main Street – Suite G
Cadiz, OH 43907-1282
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HealthDepartment@harrisoncountyohio.gov

**Harrison County General Health District
Board of Health Meeting Minutes
February 21, 2025**

The regularly scheduled meeting did not take place on February 20, 2025, due to lack of quorum.

Meeting Location: Harrison County Health Department – Government Center Coal Room

Call to Order: President Jayn Devney called the meeting to order at 8:32 AM.

Board Members Present:

Jayn Devney
Ms. Melissa Powers
Dr. Scott Pendleton, DVM
Dr. Donnie Smith [virtual via Zoom]

Absent:

Mr. Kent Murray

Staff and Other Members Present:

Dr. Dan Jones, Health Commissioner [via call-in]
Katie Norris, Deputy Health Commissioner
Erika Battistel, Environmental Director
Teresa Koniski, Director of Nursing
Michele Coffland, Fiscal Officer

Absent:

John Carr, PHEP Coordinator

Administrative Update:

Dr. Jones provided an administrative update to meeting attendees, detailing an upcoming population and community health opportunity spearheaded by Dr. Hodges and Ohio Alliance. Dr. Jones briefed the board on forthcoming meetings, tasking staff to look at a cascading strategy map for the year and the department's efforts in exploring the introduction of Labcorp services. Melissa asked Dr. Jones to keep her informed, as Southeast may be able to provide staffing for such services if needed. Dr. Jones noted that Dr. Richard Clark, the current Medical Director, submitted a letter of resignation and that Dr. Jones is willing and able to fulfill the role of Medical Director concurrently while being contracted as Health Commissioner. Board of Health members expressed no opposition.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve February 21, 2025, BOH meeting consent agenda including the minutes of January 23, 2025, Harrison County Board of Health meeting and the monthly activity report.

The motion to approve the **consent agenda** was moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Financial Reports:

The Program Cash Balance Report and Auditor's Financial Report for the month ending January 31, 2025, were presented to the Board of Health members for discussion and viewing as follows:

1. January 2025 Revenue received totaled: \$47,339.62



HARRISON COUNTY

Public Health

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- January 2025 Expenses paid totaled: \$93,224.06
- January 31, 2025, ending balance: \$2,219,650.68

Program	Carryover Balance	2025 Current Revenue		2024 Revenue		2025 Current Expenses		2024 Expenses		2025 Current Balance	2024 Current Balance
		MTD	YTD	January	2024 YTD	MTD	YTD	January	2024 YTD		
E001-E01 District Health	\$1,212,837.57	\$13,193.02	\$13,193.02	\$13,040.87	\$13,040.87	\$57,721.27	\$57,721.27	\$40,170.92	\$40,170.92	\$1,168,309.32	\$1,677,927.45
E001-E05 District Health-Property Tax	\$865,887.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$865,887.66	\$0.00
E001-E02 Private Water	\$5,321.26	\$1,434.00	\$1,434.00	\$1,677.00	\$1,677.00	\$2,883.98	\$2,883.98	\$1,912.34	\$1,912.34	\$3,671.28	\$9,149.54
E001-E03 Food Service	\$15,442.34	\$0.00	\$0.00	\$0.00	\$0.00	\$3,682.78	\$3,682.78	\$213.85	\$213.85	\$11,759.56	\$5,356.20
E001-E04 Pools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E06 Camps	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.86
E001-E07 Tattoo	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
E001-E11 Septics	\$10,921.46	\$8,610.25	\$8,610.25	\$8,522.00	\$8,522.00	\$4,258.85	\$4,258.85	\$1,613.11	\$1,613.11	\$15,272.86	\$14,810.38
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,005.69	\$1,005.69	\$900.59	\$900.59	\$7,963.18	\$21,845.26
E001-E14 PHEP Grant	\$34,323.58	\$7,150.00	\$7,150.00	\$650.00	\$650.00	\$6,349.58	\$6,349.58	\$4,108.79	\$4,108.79	\$35,124.00	\$43,242.34
E001-E17 WPCLF Program	\$5,453.45	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,453.45	\$5,453.45
E001-E18 WIC Grant	\$16,146.44	\$6,451.17	\$6,451.17	\$2,560.62	\$2,560.62	\$6,525.41	\$6,525.41	\$8,036.99	\$8,036.99	\$16,072.20	\$65.26
E001-E22 Cribs for Kids - MCH	\$25,624.58	\$0.00	\$0.00	\$0.00	\$0.00	\$286.42	\$286.42	\$178.98	\$178.98	\$25,338.16	\$24,239.03
E001-E24 Veggie U Program - MCH	\$1,978.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,978.39	\$2,483.04
E001-E28 Stigma Reduction Initiative	\$29,630.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,630.17	\$44,934.98
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$3,699.59	\$3,699.59	\$0.00	\$0.00	\$2,444.32	\$2,444.32	\$0.00	-\$2,444.32
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,223.54	\$4,223.54	\$0.00	\$8,156.21
E001-E34 Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,733.76
E001-E36 WF22 Public Health Workforce Grant	\$0.00	\$0.00	\$0.00	\$35,799.00	\$35,799.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$22,428.23
E001-E37 WF23 Public Health Workforce	\$21,752.52	\$5,247.48	\$5,247.48	\$3,349.99	\$3,349.99	\$7,143.39	\$7,143.39	\$15,629.08	\$15,629.08	\$19,856.61	-\$12,279.09
E001-E38 Bridges to Wellness	\$4,544.82	\$1,253.20	\$1,253.20	\$0.00	\$0.00	\$3,366.89	\$3,366.89	\$0.00	\$0.00	\$2,431.33	\$0.00
E001-E39 Mosquito Control Grant	\$4,980.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,980.01	\$0.00
E001-E40 GV25 Get Vaccinated Ohio	\$1,722.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,722.50	\$0.00
Grand Total	\$2,265,535.62	\$47,339.12	\$47,339.12	\$69,354.07	\$69,354.07	\$93,224.06	\$93,224.06	\$79,432.51	\$79,432.51	\$2,219,650.68	\$1,822,302.10

Life Ins error \$10.00
 Eye Ins error \$20.00
 \$30.00

Mark Soos calculated 11 employees - should have been 9
 will make adjustment in February

Katie noted that the life and eye insurance totals did not match the county's due to an error from the auditor's office and the number of employees' insurance deducted. Michele and Katie are monitoring the scenario, and the department should see a match on March's cash balance report. The board encouraged Katie to monitor changes in public health, state, and federal funding within the political landscape.

Motion to approve the **January 2025 Program Cash Balance Report** and that the report be filed for audit moved by Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

A voucher report for period 01/24/2025 – 02/21/2025 was presented to Board members for viewing and approval in the total amount of \$18,858.55 as follows: Supplies: \$3,886.19; Utilities: \$684.99; Contract Services: \$11,460.00; Mileage/Expenses: \$1,078.83; Advertising & Printing: \$1,147.68; Contingencies: \$265.00; and Dues/Fees: \$335.86.

Motion to approve the **01/24/2025 – 02/21/2025 voucher report** moved by Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Old Business:

- Levy Verbiage & Accreditation Funding: Katie presented a dual memo detailing updated efforts related to both topics. Dr. Jones and Katie will meet with the county commissioners and prosecutor on March 17, followed by an in-person meeting in Noble County in April. Katie provided a brief

update that she is still waiting for the final Workforce23 budget revision to be approved by the final level approving entity through the Ohio Department of Health to receive the \$50,000 accreditation funding.

New Business:

- **Planned Approach Development Report:** Teresa provided a report detailing a planned approach for program development. Jayn noted that something like this report helps the board as an FYI and foundation for pitching future programs. Dr. Pendleton stated that his office uses a flow sheet that he would forward to Teresa. The board advised all staff to create a cover memo in the future, so the board knew what expectations were for each item of business.
- **Community Survey 2024 Report:** Teresa presented a report detailing results from a community survey completed by 91 participants. The board encouraged collecting input from future surveys to better understand residents' interests. For instance, they discussed exploring where community members seek health services. Teresa informed the board that the department will conduct a community health assessment in 2025, which can include some of the suggested questions.
- **HCGHD Structure Charts & Strategy Map:** Katie provided members with updated organization and governance structure charts. Erika mentioned the addition of Environmental division-specific governing bodies. Katie advised the board that she would make the appropriate edits. As for the strategy map, Jayn advised that the presented map's development featured a narrow of focus and to garner input from other staff members. Katie noted that she put the document together as a draft and that all staff will have the chance to review the draft and make edits over the next month. Jayn noted she would like to see an "as evidence by" section so staff could note how the strategies and goals were accomplished.
- **Environmental Resolution 2025-1:** Erika presented Resolution 2025-1 for the WPCLF program; homeowner Brenda Nobile of 1100 E Market St. Cadiz, OH 43907; total contract \$800 with portion funded \$400 (funding tier 50%)

Motion to approve **Resolution 2025-1** moved by Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- **Nursing Adult Services Charge Sheet:** Katie presented a memo detailing the Pneumovax23 vaccine update to the nursing adult services charge sheet. HCGHD will charge \$150.00 for the vaccine.
- **HCGHD Fees:** Katie presented a memo detailing proposed fees for the department to establish.

After discussion, motion to approve **an amendment to the current 2025 fee schedule as presented** moved by Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Executive Session:

Dr. Scott Pendleton moved to enter executive session at 9:29 AM to consider the employment of a public employee, seconded by Melissa Powers. Katie Norris, Deputy Health Commissioner, was asked to remain for the executive session.

Roll call to vote to enter executive session:

Jayn Devney	yes
Dr. Scott Pendleton	yes
Dr. Donnie Smith	yes
Melissa Powers	yes

The Board of Health exited the executive session and returned to the open session at 9:41 AM.

The board of health acknowledged the resignation provided by Dr. Richard Clark and expressed thanks for Dr. Clark's years of service.

The board of health acknowledged the resignation of Kaitlynn Howes, Breastfeeding Peer Helper.

Scott Pendleton motioned to **accept the recommendation from Katie Norris that Cylena Wood, Community Outreach Coordinator, increase to 70 hours per pay period, making her full-time employee status, take effect March 1, 2025.** Melissa Powers seconded the motion. The motion carried with 3 in favor and 0 against.

With no further discussion or business brought before the board, motion to adjourn at 9:48 AM moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Respectfully submitted,


Jayn Devney, President


Dr. Scott Pendleton DVM, President Pro Tempore

Date: 03-20-2025


Date: 03/20/2025

Date: _____

Chairperson Pro Tempore

Date: _____

Dr. Dan Jones, Health Commissioner


Katie Norris, Deputy Health Commissioner

Date: 03/20/2025